



City of Biggs

Agenda Item Staff Report for the next regular City Council Meeting: June 12, 2012 6:30PM

DATE: May 30, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Steve Speights, City Engineer

SUBJECT: City Administration associated with the Sewage Treatment Plant Improvement Project (Discussion/Action)

Authorizes Bennett Engineering to perform City Engineering administrative tasks associated with the treatment plant improvement project.

Background:

During the planning of the treatment plant improvement project it has become evident that there are necessary activities that are not design or construction related and not covered by previous Task authorizations. These activities are more City Engineer administration related than design or construction related. In discussions with the previous City Administrator, it was decided to keep these separate from the design tasks, but keep them grouped so they could easily be connected with the improvement project for funding purposes.

We have identified three activities so far that fall into this category: environmental coordination, program/funding development, and the sewer rate increases. Others that will come along in time include legal / financial coordination, grant/loan administration, and coordination with the State Regional Water Quality Control Board.

Bennett has prepared a Task Order to cover the first three activities, Scope and Fee Estimate attached. Additional activities will be added over time as they can be identified and quantified better. It is difficult to anticipate the time that will be needed on each of the activities. A best guess estimate has been made for the Task Order, but the budgets may need to be adjusted in the future.

Recommendation:

Approve the Task Order for administration expenses associated with the treatment plant improvement project.

Fiscal Impact:

The proposed cost has been included in the project program budgets. The City will fund these cost with the loan from the electric utility until permanent financing is in place.

Attachments:

Task Order No. 12 Scope and Fee Estimate for Administration of the Sewer Treatment Plant Improvement Project.

Scope of Services Task Order 12

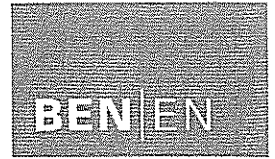
To PROFESSIONAL SERVICES AGREEMENT

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: Administration of Sewer Treatment Plant Improvement Project Phase 1

Date: May 30, 2012



PROJECT ENGINEERING ADVISORS

Bennett Engineering Services
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TASK 1a Revenue and Rate Determination

Bennett Engineering (BEN|EN) will development an estimate of the required revenue to finance ongoing O&M and new debt payback schedules and propose a sewer rate structure to meet the revenue needs.

TASK 1b Sewer Rate Committee

Assist the ad-hoc sewer rate committee in determining the rate structure for the City

TASK 1c Prop 218 Process

Prepare information to be distributed to the property owners about the proposed rates as part of the 218 process

TASK 1d Hearings

Assist City council in conducting protest and adoption hearings for new rates

TASK 1e Implementation Assistance

Assist City staff in applying new rate structure to existing sewer accounts.

TASK 2 Environmental Coordination

Coordinate environmental consultant scope and schedule and provide Phase 1 project description. Incorporate environmental information into Phase 1 funding applications and coordinate with funding agencies.

TASK 3 Program Development

Prepare program level project budgets and schedules for council and funding considerations.
Prepare cash flow projections for various funding scenarios.

EXHIBIT B: Fee Estimate Task Order 12

To AGREEMENT BETWEEN CLIENT AND CONSULTANT

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: Administration of Sewer Treatment Plant Improvement Project Phase 1

Date: 5/30/12

By: SCS

Fee Estimate

Task	Principal Engineer 165 \$/hr		City Engineer 105 \$/hr		Engineer II 128 \$/hr		Engineer I 113 \$/hr		Administrative 56 \$/hr		BEN EN Subtotal		MISC. EXPENSES	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
1a Rate Revenue Determination	hrs	\$0	16 hrs	\$1,680	hrs	\$0	4 hrs	\$452	2 hrs	\$112	22 hrs	\$2,244	\$110	\$2,354
1b Sewer Rate Committee	hrs	\$0	16 hrs	\$1,680	hrs	\$0	hrs	\$0	hrs	\$0	16 hrs	\$1,680	\$80	\$1,760
1c 218 process	hrs	\$0	8 hrs	\$840	hrs	\$0	hrs	\$0	hrs	\$0	8 hrs	\$840	\$40	\$880
1d Hearings	hrs	\$0	4 hrs	\$420	hrs	\$0	hrs	\$0	hrs	\$0	4 hrs	\$420	\$20	\$440
1e Implementation Assistance	hrs	\$0	6 hrs	\$630	hrs	\$0	4 hrs	\$452	hrs	\$0	10 hrs	\$1,082	\$50	\$1,132
2 Environmental Coordination	hrs	\$0	8 hrs	\$840	hrs	\$0	hrs	\$0	hrs	\$0	8 hrs	\$840	\$40	\$880
3 Program Development	4 hrs	\$660	36 hrs	\$3,780	4 hrs	\$512	hrs	\$0	hrs	\$0	44 hrs	\$4,952	\$250	\$5,202
	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0
	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0
	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0
PROJECT TOTAL	4 hrs	\$660	94 hrs	\$9,870	4 hrs	\$512	8 hrs	\$904	2 hrs	\$112	112 hrs	\$12,058	\$590	\$12,648

* Rates are subject to change with 30-day notice.

* This fee estimate contains an abbreviated list of staff classifications and does not represent BEN|EN to those classifications. Please see the Standard Rate Schedule for a full list of staff classifications.

* This fee estimate is valid for 90 days.

INITIALS:
